



Arnold Schwarzenegger, Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

PROGRAM TECHNICIAN

Los Angeles

Permanent — Full-time

The Department of Real Estate has an opening in its Los Angeles Subdivisions Section for a Program Technician. This position is permanent, full-time. The Department is located at 320 W. 4th Street, Suite 350, in downtown Los Angeles.

Duties of the position include:

- Reviews and processes new, amendment and renewal applications to determine completeness, accuracy, and acceptability of documents submitted.
- Responds to telephone inquiries from developers, subdivision processors or the general public regarding homeowners association budgets; explains various forms, guidelines and deficiencies.
- Notifies applicants of the deficient documents and inputs data into the EIS database.
- Sends out assignment letters and issues interim reports.
- Sets up files for new filing applications and duplicate budget package for Budget Review Section.
- Mails letters and notices to industry.
- Distributes and files correspondence for the Deputies.
- Answers phone and process all incoming mail. Assists file clerk in pulling files for storage for the State Record Center.

Necessary qualifications:

- Have good English and the ability to communicate effectively, both orally and in writing.
- Excellent interpersonal skills.
- Ability to work under pressure and within mandated timeframes.
- Ability to interpret and apply laws, rules, regulations and policies.
- Patience and tact in dealing with the public, staff members and others.
- Excellent organizational skills and must be flexible.

Desirable qualifications:

- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependability and reliability.
- Excellent attendance.

Salary: **Program Technician** \$2205 - \$2877

Who may apply: Current State employees at the Program Technician level, those individuals transferable to the class, or individuals with list eligibility may apply. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus on your application and include a copy of your notice.**

Submit Applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802 or CALNET 498-0802

For information on the position contact:

Johnnie Norman – Supervising Program Technician I
Los Angeles District Office
(213) 576-6934 or CALNET 8-649-6934

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: DECEMBER 29, 2006

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>.

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview. Interviews may be conducted on a flow basis.